



City Hall • 333 West Ellsworth Street • Midland, Michigan 48640-5132 • 989.837.3300 • 989.835.2717 Fax • [www.midland-mi.org](http://www.midland-mi.org)

**INVITATION TO BID**  
**BID NO. 3718**  
**LIBRARY FRONT ENTRY LANDSCAPE**

Sealed bids will be accepted at the City Clerk's Office, City Hall, 333 West Ellsworth Street, Midland, Michigan 48640-5132, until 2:00 PM, Tuesday, **August 11, 2015** for the installation of Landscape Improvement neat the front entry of the Grace A. Dow Memorial Library per the attached specifications. Technical questions about this bid shall be directed to Stephanie Richardson, City Horticulturist, at (989) 837-6915.

A mandatory pre-bid meeting will be held at the Library on Wednesday, August 5<sup>th</sup> beginning at 10:30 AM. The Library is located at 1710 West St. Andrews.

Invitation to Bid and all its pages, documents and attachments, including those added subsequently by written notice, submitted and properly executed, shall constitute the contract between the City of Midland and the successful vendor when approved and accepted by the City.

The City reserves the right to accept or reject all or any parts of any and all bids, to waive irregularities and to award in the best interests of the City of Midland.

Mike Meyer, CPPB, C.P.M.  
Purchasing Agent  
Midland, Michigan

**City of Midland**  
**Grace A. Dow Memorial Library**  
**Front Entry Landscape Project**

**Project Overview**

The Grace A. Dow Memorial Library is looking to beautify their front entrance area with the installation of a new landscape. The design includes stone columns, a potential water fountain and plant material as per drawing. The stone columns and other necessary materials to construct the fountain will be provided as a package by Blue Thumb Ponds. The contractor will be responsible for the purchase of the package from Blue Thumb as well as any and all other materials needed to complete the project based on the design print.

**Requesting Two Separate Bid Options**

1. The center square planting bed-Bid as designed, a water fountain feature constructed out of basalt columns
  - a. See attached architectural drawing for installation specifications and supply list from Blue Thumb Ponds\*
2. The center square planting bed-Bid as a dry bed with NO water feature associated with the large basalt columns

**\*Stone Columns and Fountain Kit to be purchased from Blue Thumb Ponds directly by the contractor**

**Scope of Work**

Installation of basalt stone columns in the three square raised planter beds closest to the front entrance of the Library per design. Design to include the following elements:

**II. Fountain**

1. Please see architectural drawing on construction and installation of basalt columns and fountain features. A list of materials required for this construction is listed in the Blue Thumb materials list.

**III. Stone Materials**

1. Michigan boulders (clean) ranging in size from 8-12" in diameter to be used at the base of the columns to be provided and installed by the contractor. Boulders to be a mix of colors.
2. Basalt columns to be supplied by Blue Thumb Ponds and installed according to specifications listed in the drawing.

**IV. Bed Preparation, Plant Material & Mulch**

1. Planting areas will need to be amended prior to planting. Any mulch and/or weeds remaining to be removed and disposed off of site by the contractor.

2. Once mulch and weeds have been removed a minimum of 2 inches of compost will need to be mixed into the planting area. It may be possible some of the beds will require more compost based on the soils current depth from the top of the planting bed.
3. All plant material supplied shall be mature with an established root system, healthy and free of any pest and diseases. Plant material shall be inspected prior to planting by City Horticulturist. City reserves the right to reject any and all plant material not meeting specifications.
4. Following completion of planting, the beds will need to be raked smooth and a top dressing of pine bark mulch applied at a depth of 2 inches. Horticulturist to approve material before application.

#### V. Lighting

1. 11 LED accent lights to be installed in the three square planting beds. Five lights in the center bed around the fountain and three lights in each of the other two beds flanking the fountain.
  1. A licensed electrician will be required for all electrical work and bid price to include any possible permit fees.
  2. See attached sheet for further information on the LED lights and components
  3. 120V electrical is currently located in all 3 square planting beds. The existing outlet boxes will need to be removed and the use of existing circuits used to rewire new lights and pump.
  4. Contractor to install transformers provided by Blue Thumb in all three locations
  5. New double gang outlet boxes with weather proof covers to be installed and placed in the corner of the planting beds shall meet NEC code.
  6. All materials to be provided by contractor except for those components provided by Blue Thumb
  7. Final positioning of lights to occur during evening hours for best placement.

#### Notes

- Safety of library patrons will be of utmost importance. A safety plan outlining the safety measures you plan to have in place through the duration of the project will need to be submitted with the bid to be considered eligible. Contractor may need to work directly with staff on setting up the work zone to coordinate with the library's hours of operation.
- Sidewalks and concrete areas within the work zone need to be protected. Any damage to be repaired by the contractor.
- Bidders must include one example of a similar project (large stones secured in place and/or fountain construction) they have completed within the last 3 years to be considered for the project.
- Completion date for the project is September 30<sup>th</sup> 2015.
- The existing library sign currently located within the square planting bed closest to the main doors to be removed by library staff and reinstalled following completion of the project by the

contractor. The sign will be stored on site within the library and available to contractor when ready.

- A mandatory pre-bid meeting will be held on August 5<sup>th</sup> at 10:30a.m. On site at the library to answer any questions. Bidders will be required to attend this meeting in order to be eligible to bid on the project.
- Please direct all questions to City Horticulturist, Stephanie Richardson-989-837-6915.

**PROJECT: Basalt Column Fountain Kit for Midland G.A.D. Memorial Library**

<b><u>ITEM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>QTY</u></b>
ABDMISC	AQUA BELLA Fountain 8ft-6ft cluster of 3 basalt column fountains (21ft) 8ft, 7ft, 6ft	3
ABDMISC	AQUA BELLA Fountain 6ft-5ft cluster of 2 basalt- no hole (11ft) 6ft, 5ft	2
ABDMISC	AQUA BELLA Fountain 7ft-5ft cluster of 3 basalt- no hole (18ft) 7ft, 6ft, 5ft	3
ABDMISC	AQUA BELLA Fountain 7ft-5ft cluster of 3 basalt- no hole (18ft) 7ft, 6ft, 5ft	3
ABDGRATE	AQUA BELLA 2'x4' Aluminum Grates for stablizing (Set of 2)- Note: Grates require additional bolt\pin fasteners & custom cutting-not included	4
PG3030	FIRESTONE PondGard Liner 30' x 30' Mini Roll	1
PUCC	Protective Underliner CUSTOM CUT 12' wide, PER FOOT	40
TSU11000	SHINMAYWA 50CRXP2.75S 11,000gph Pump (2.75S)	1
PB1175	PONDBUILDER Large Pump Canyon	1
MISC	Valve Box and Manifold Assembly-tbd	1
WMLG34	PONDBUILDER Basin Matrix LARGE	7
WMSM17	PONDBUILDER Basin Matrix SMALL	1
15FLEX50	1.5 PVC Flex Hose 50' ROLL "	1
MISC	misc plumbing like 1.5 elbows and glue- actual tbd "	1
PB1342	PONDBUILDER Auto Fill KIT (1/2) "	1
30PSI	30 PSI Regulator	1
PB1502	PONDBUILDER LED Light; 30' cord; 3watt (no trans)	11
MISC	PONDBUILDER LED Lighting cord 3-way splitter	4
PB1588	PONDBUILDER 100 watt Transformer	3
FREIGHT	Freight/Shipping Cost- tbd or pickup	

**CITY OF MIDLAND, MICHIGAN  
STANDARD INSTRUCTIONS TO BIDDERS**

- 1. Receipt and Opening of Bids:** Sealed bids will be accepted and date/time stamped upon receipt in the office of the City Clerk, City Hall, 333 West Ellsworth, Midland, MI 48640-5132, until the time indicated on the attached Invitation to Bid for goods or services listed in the specifications and will be publicly opened and read aloud.
- 2. Form of Bid:** Bids shall be submitted on the enclosed form with any exceptions, deviations or modifications to the published requirements clearly noted and explained.
- 3. Submission of Bids:**
  - A) Envelopes containing bids shall be sealed and clearly marked on the outside of the envelope with the name and address of the bidder, the title and bid number of the project, and the date and time of the scheduled bid opening.
  - B) Any bid received after the scheduled opening time will not be accepted and will be returned unopened.
  - C) Any bidder may withdraw their bid response by written request at any time prior to the scheduled bid opening.
  - D) Telephonic or faxed bids will not be accepted and telephonic, telegraphic, or faxed amendments to bids or withdrawals will not be accepted under any circumstances.
  - E) Unless otherwise specified, no bid may be withdrawn, changed, or modified in any way for a period of sixty (60) calendar days from the date of the bid opening.
  - F) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after opening.
  - G) Bids received prior to the time of bid opening will be securely kept unopened. No responsibility will attach to any officer or employee of the City for the premature opening of a bid not properly addressed or identified.
  - H) In case of a discrepancy between unit prices and their extensions, the unit price bid shall govern.
- 4. Brand Names:** Wherever in the specifications or proposal form brand names, trade names, manufacturer, or catalog numbers are called, it is for establishing a grade or quality level only and the phrase "or equal" is deemed to follow unless a prequalified list or the term "only", "no exceptions", or similar phrase is included.
- 5. Taxes:** The City of Midland is exempt from State and Federal taxes. However, property purchased by a contractor to be used in the construction, alteration, repair, or improvement of property owned by the City is taxable to the contractor. Therefore, the price bid for contracts other than construction contracts must be exclusive of taxes and will be so construed. Construction contracts will be construed to include all applicable taxes unless the contract specifies otherwise.
- 6. Acceptance of Bids:** The City will award to the lowest, responsive, responsible vendor that meets the functional requirements and needs expressed by the specifications. Tie bids will be awarded based on the most favorable terms for payment and/or delivery schedule or other costs associated with the award process. Receipt of a purchase order or properly executed contract covering the materials or services as described in the bid will indicate the award of bid and contract of purchase.
- 7. City's Rights:** The City reserves the right to accept or reject any or all bids, to waive irregularities or defects, to award on a split-order or lump-sum basis, and accept other than the low bid when deemed to be in the City's best interests.
- 8. Delivery:** Bids shall include all delivery charges with terms of Freight Prepay - FOB Midland, MI.
- 9. Laws:** The laws of the State of Michigan shall govern the rights, obligations, and remedies of the Parties under this bid and any agreement reached through this process. The City of Midland is a Michigan municipal corporation.
- 10. Disclosure:** All of the information included in your bid response is subject to the "Freedom of Information Act" and may be disclosed in its entirety after the formal, public bid opening has been completed. Bid tabulations will be available at on the City's website, [www.cityofmidlandmi.gov](http://www.cityofmidlandmi.gov) in the Purchasing section of the Fiscal Services Department under the City Government tab.
- 11. Independent Price Determination:** By submission of this proposal, the bidder certifies that the pricing structure offered has been arrived at independently without consultation, communication, or agreement of such prices for the purpose of restricting competition with any other bidder or competitor.
- 12. Acceptance of Materials:** All components used in the manufacture or construction of materials, supplies, and equipment, and all finished goods, shall be new, the latest make/model, of the best quality, and highest grade workmanship. In the event the delivered material is found to be defective or does not conform to specifications, the City reserves the right to cancel the order upon written notice to the bidder and return the materials to the bidder at the bidder's expense.
- 13. Non-Iran Linked Business:** By signing below, I certify and agree on behalf of myself and the company submitting this proposal the following: (1) that I am duly authorized to legally bind the company submitting this proposal; and (2) that the company submitting this proposal is not an "Iran linked business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, being Michigan Public Act No. 517 of 2012; and (3) That I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the City in this regard."

**RESPONSE FOR BID NO. 3718**  
**LIBRARY LANDSCAPE IMPROVEMENTS**  
**BID OPENING: August 11, 2015 at 2:00 PM**

In compliance with the City of Midland's specifications and Standard Instructions to Bidders, the undersigned hereby proposes to furnish for the price of:

<u>QTY</u>	<u>DESCRIPTION</u>	<u>TOTAL BID</u>
1	Center square planting bed with fountain per the City specifications	\$_____
1	Center square planting bed without water fountain feature	\$_____

IF VARIATIONS ARE PROPOSED, LIST VARIATIONS ON SEPARATE SHEET OF PAPER AND RETURN WITH THE BID RESPONSE FORM. ENCLOSE MANUFACTURER'S DESCRIPTIVE LITERATURE OR BROCHURE.

I hereby state that all of the information I have provided is true, accurate, and complete. I hereby state that I have the authority to submit this bid, which will become a binding contract, if accepted by the City of Midland. I hereby agree to abide by all City ordinances, rules and regulations including the suspension process for poor performance arising out of this contract, if awarded.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
BY (Signature)

\_\_\_\_\_  
STREET ADDRESS OR PO BOX

\_\_\_\_\_  
(Print Name of Above)

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
TITLE OF SIGNATORY

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE OF OFFER

\_\_\_\_\_  
TERMS OF PAYMENT

\_\_\_\_\_  
ESTIMATED DELIVERY AFTER RECEIPT OF ORDER

Bids shall be returned to the Office of the City Clerk, City Hall, 333 West Ellsworth, Midland, MI 48640-5132 no later than the time and date listed above. Sealed envelopes shall be marked with the bid number, title, and opening date.

Bids may be inspected at the bid opening or in the Purchasing Office during normal business hours. Tabulations will be available at our website, [www.cityofmidlandmi.gov](http://www.cityofmidlandmi.gov) under the Purchasing Department.

**LATE BIDS WILL BE REJECTED.**